

# **Subject: Follow-up on Unpaid Invoice #12345**

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the invoice #12345, which was due on [Due Date]. As of today, we have not yet received payment.

The total amount outstanding is [Amount Due]. If payment has already been sent, please disregard this notice. If not, we kindly ask you to process this payment at your earliest convenience.

Thank you for your attention to this matter. Should you have any questions or require further information, please feel free to reach out.

Best regards,  
[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Contact Information]